Headquarters U.S. Air Force

Integrity - Service - Excellence

Source Selection Evaluation Team (SSET) Chairperson

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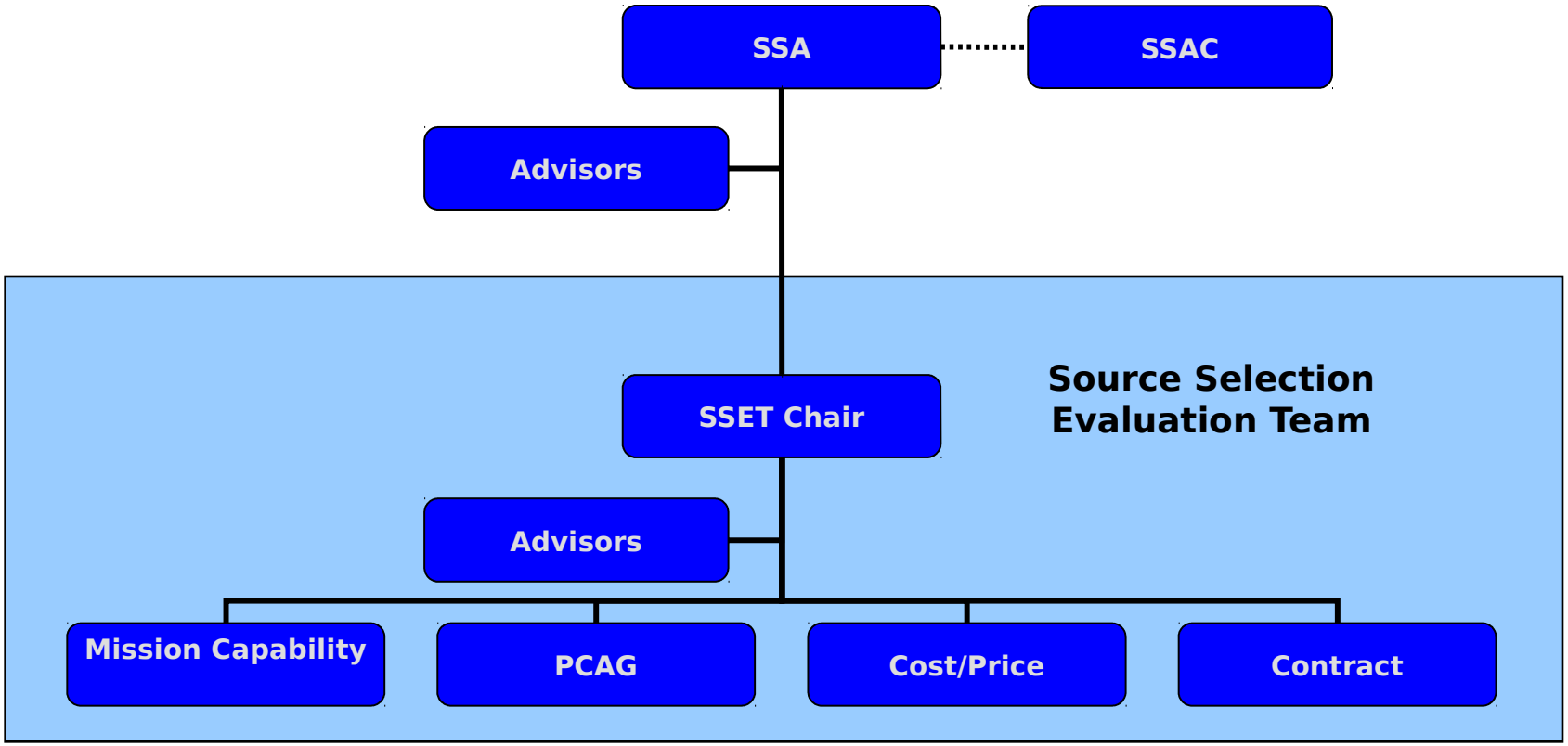
Source Selection Organization



AF Source Selection – Key Participants

- **Source Selection Authority (SSA)**
- **Source Selection Advisory Council (SSAC) Chairperson**
- **Source Selection Evaluation Team (SSET) Chairperson**
  - **Mission Capability Team Chief**
  - **Performance Confidence Assessment Group (PCAG) Chair**
  - **Cost/Price Team Chief**
- **Contracting Officer (CO)**
- **Note Restrictions:**
  - **Senior Leaders—AFFARS 5315.303(b)**

SSET Chairperson Roles and Responsibilities

- **SSET Chairperson**
  - Subject to SSA approval, appoint SSET members including PCAG & chair
  - Establish PCAG for all source selections > $100M
  - Ensure personnel, resources, time assigned to the source selection reflect the complexity of the acquisition.
  - After SSP is approved, approve personnel changes and document in an addendum.
  - Ensure SSET members are knowledgeable of their responsibilities including details on how the evaluation is to be conducted BEFORE any proposal is reviewed.
  - SSET shall prepare and maintain SSP
  - Establish effective communications with requiring office
  - Ensure proposals are evaluated on only the criteria in the Request for Proposals (RFP) Section M
  - Review ENs and recommend SSA approve release
  - Ensure team membership remains same for all discussions with offerors
  - Prepare the PAR for acquisitions > $100M and sign
  - Prepare the SSDD for the SSA
  - Participate in debriefings to offerors
  - If no SSAC, shall provide a source selection recommendation to the SSA

CO Roles and Responsibilities

- **Contracting Officer (CO)**
  - Ensure required approvals are obtained and contract clause requirements are met before non-government personnel are allowed to provide source selection support (CO must have copy of agreement in file as required by FAR 9.505-4)
  - Manage all business aspects of the acquisition
  - Ensure procedures exist to safeguard source selection information (FAR 3.104)
  - Approve access to or release of source selection information before and after contract award (FAR 3.104-4)
  - Maintain source selection evaluation records
  - Ensure that requests for delegations are completed and documented in file
  - Release RFP after approval of business clearance and SSA approved SSP
  - Single point of contact for inquires from actual or prospective offerors
  - Control exchanges with offerors after receipt of proposals
  - Approve release of ENs if designated this authority by the SSA in the Source Selection Plan
  - Assist SSET chairperson with preparation of the PAR and SSD
  - Obtain contract clearance before contract award
  - Ensure unsuccessful offerors are debriefed and debriefing is

Source Selection Process Overview

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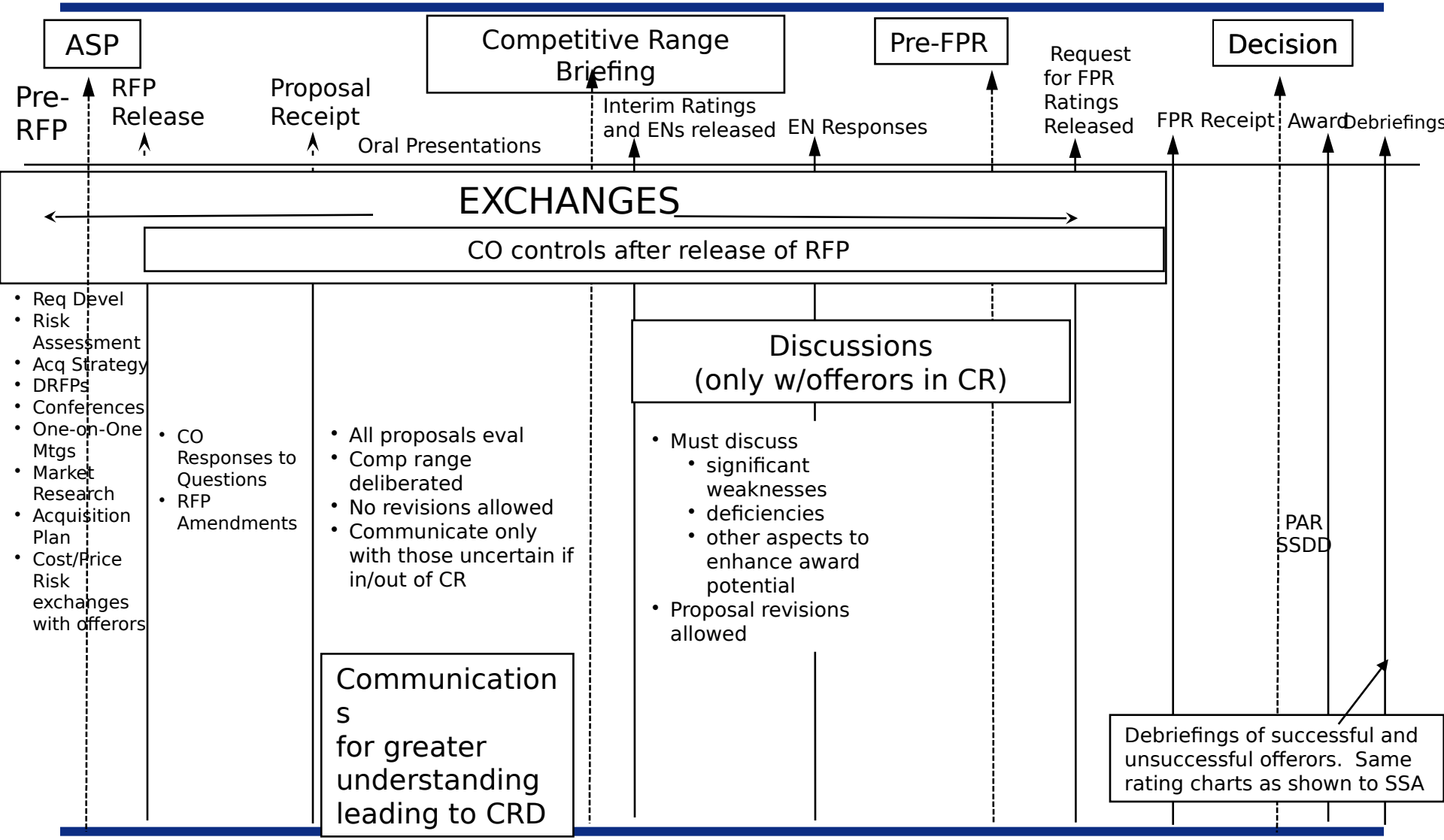

Source Selection Evaluation Team Chairperson

- **Areas that require a significant amount of your time and effort:**
  - Risk Assessment
  - ASP preparation and briefing
  - Preparation of Section L (Instructions to the Offerors) and Section M (Evaluation Criteria)
  - Evaluation of the proposals
  - Documentation of the Evaluations
    - Consensus of the subfactor teams
    - Documentation of consensus of the subfactor team including any minority opinion remaining after consensus
    - Traceability of documentation from evaluation to briefings to PAR to SSDD
  - Preparation of the briefings
  - Preparation of the PAR
  - Drafting the SSDD

Required Source Selection Documentation

- **Source Selection Plan and revisions**
- **Draft Request for Proposal**
  - **Comments received and Government responses to comments**
- **Request for Proposal, any amendments including Final Proposal Revision request**
- **Proposals received including all revisions**
- **Evaluation worksheets and summaries**
  - **Mission Capability Technical &Risk**
    - Subfactor Worksheets
    - Subfactor Summaries
  - **Past Performance**
    - PCAG must document results of their assessment by listing all contracts that were relied upon, description of the relevancy of the contracts, with positive and negative aspects associated with performance under each
  - **Cost/Price**
    - Cost team must document their evaluation of each proposal

Required Source Selection Documentation

- **Competitive Range Determination**
  - Competitive Range Briefing Information/Charts supporting the CO's recommendation
  - Include any documentation approving release of ENs or entering discussions
- **Evaluation Notices and responses**
- **Clearance Documentation in addition to the**
  - Determination to award without discussions or
  - Final proposal revision request approval
- **Briefing to SSA/SSAC prior to requesting FPR if required by SSA**
- **Decision Briefing**
- **Proposal Analysis Report (PAR)**
- **Simplified Source Selection Report <$10M**
- **Source Selection Decision Document (SSDD)**
- **Source Selection Debriefing Documentations**

Records Retention

AFFARS MP5315.3, para 4.2.2.3

- **Maintain source selection evaluation records**
  - **Once presented to SSA in any form, that evaluative material and any related supporting evaluative material becomes an official record that must be maintained and must not be altered.**
  - **Can update, revise, or change that evaluation information in subsequent documentation, *but the original record must remain distinct***
  - **Prior to presentation to the SSA, evaluative materials are "working papers" and may be changed/modified by their author as necessary**

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Watch Items

- **The following areas need special attention**
  - **Documentation**
    - Mission Capability/Proposal Risk Subfactor Summary
      - Each evaluator does his/her individual analysis sheet
      - Then together the team develops a consensus and the subfactor leader documents that in the subfactor summary making sure he/she covers any minority opinion remaining after consensus.
      - Recent GAO protest decisions have been impacted by this documentation
  - **Definitions**
    - Must make sure strengths meet all three parts of the definition
      - Mission Capability Team Chief must be able to explain why it is a strength and how it is advantageous to the Government.

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Watch Items

- **Past Performance**
  - **Collection of Data and Evaluation of Past Performance is time consuming**
    - Number of Proposals Received Increases the PCAG work
  - **SSET Chairperson must stay engaged with the PCAG chairperson**
    - Make sure the PCAG realizes the significance of the tasks
    - Importance of PCAG staying on a schedule
    - Oversight of evaluation of the past performance data
    - Understand their planned past performance part of the briefing to SSA/SSAC
- **SSET Chairperson must work on maintaining team morale**

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Available Tools

- **Template/Guides**
  - ASP Executive Summary Template
  - SAF/AQ ASP Template
  - AF Past Performance Evaluation Guide
  - AF PAR Guide
  - Source Selection Decision Document Guide

- **SS Training**
  - **SS Team Training**
    - RFP Preparation of Sections M and L
    - Evaluation of Proposals
      - Mission Capability
      - Past Performance
      - Cost/Price

- **Samples of Initial Evaluation Briefing**